

**INDIAN HEALTH SERVICE  
INFORMATION SYTEMS COORDINATORS COMMITTEE**

**Monthly Conference Call  
July 13, 2004**

**Attendees by Location:**

Aberdeen Area: Alice Martell  
Alaska Area: Ray Martin  
Albuquerque Area: Joe Lucero  
Bemidji Area: Alan Fogarty  
Billings Area: LeAnn Christianson  
California Area: Steve Lopez and Jan Bergemann  
Nashville Area: None  
Navajo Area: Wes Old Coyote, Tony Davis, and Larry Johnson  
Oklahoma Area: None  
Phoenix Area: Lee Stern  
Portland Area: Jon Hubbard  
Tucson Area: Dale Armstrong and Dennis Mattix  
Headquarters East: Ken Johnson  
Division of Information Resources (DIR):  
    Information Technology Support Center (ITSC): George Huggins  
    Chief Information Officer's Staff: Keith Longie, Jim Garvie, and Christy Tayrien

**Welcome and Introductions**

The meeting began at approximately 11:15 A.M. Mountain Standard Time. Wes Old Coyote, Indian Health Service (IHS), Information Systems Coordinator (ISC) Committee Chair, welcomed attendees, conducted a roll call of persons participating on the call, and discussed the following items:

**ISC Committee Charter**

The ISC Charter revisions made by the ISCs at their meeting in June in Albuquerque included a decision to not have a representative from the IHS Dallas and Seattle Division of Engineering Services (DES). Several ISCs have reconsidered this action and Wes therefore asked for another vote. Majority of the ISCS voted to include one (1) representative for the DES on the ISC Committee. The draft charter will be revised to reflect the representative from the DES. Also, the ISCs had made a decision that the charter be revised to remove language on a semi-annual review of charter, and to change this requirement to "as needed."

Action: Christy Tayrien, CIO staff, will make revisions to the charter and process for approval.

### **IHS National Information Technology (IT) Conference**

The draft IT Conference agenda lists the ISC Committee as being scheduled for a meeting on Monday afternoon. Due to varying travel conflicts by ISCs, Wes recommended that the meeting be rescheduled to reflect the meeting as “to be determined,” and have it during the conference at a time ISCs attending the conference can all make the meeting, instead of prior to the conference’s beginning. The ISCs agreed to this change.

Action: Christy Tayrien, CIO staff, will notify the IT Conference Planning Team of this change.

### **IT Infrastructure**

Wes stated that the ISCs definitely need to push the IT infrastructure, giving examples of the Electronic Health Record (EHR) and the Integrated Financial Administrative System (IFAS) requirements. He said that the IFAS definitely needs additional resources within the Areas. Wes said he would have a reasonable estimate to share with the ISCs by the IT Conference of what the Areas will need to implement the IT infrastructure and where they currently stand on this issue. Overall, he is concerned that facilities are not ready to move forward, nor do they have the resources to do so, until the IT infrastructure is in place.

Action: Wes will prepare his estimate and present it to the ISCs at the IT Conference in August.

### **Area Issues**

#### **Aberdeen Area, Alice Martell:**

- VPN List: Alice said they need the VPN list to update. The deadline from the Action Items of the last meeting was 6/28/2004. She asked how many sites received their list. Only one or two had received their list. She sent a message to Ray Richardson but has not heard from him. Tom Fisher responded today that he would get the list. They are working on a scope of work for a contract for support services, the contractor will need VPN access prior to executing their contract. She would like to be able to insert language into the contract on the VPN access in regard to the timeline. They do not want to start the contract “upon award of contract” and need to have some timeline of when VPN access will be granted.

Action: George Huggins said he would follow up on this with Ray Richardson.

- Web-based Implementation of Computer Access Form: Alice also said she would like an update on the web based database that contains the VPN request. (*Note: per George Huggins, the ITSC has scheduled a presentation at the IT Conference on “The New Computer and Network Access System.”*)

Action: None.

ADP Justification: Alice said the Aberdeen Area still requires an ADP justification form prior to approval of computer purchases. In some cases, this has been delaying purchases. Aberdeen Area Contracting will not procure without them. She had previously asked Keith Longie and he responded that they were no longer required. He was to have Christy Tayrien send some documentation. Keith told her he asked Robyn York, Head of Contracting Activity, IHS, to contact the Aberdeen Area Senior Contracting Officer directly to notify them that it is no longer a requirement since the

Clinger Cohen Act of 1996 was enacted. The ADP Justification Forms are good tracking items to use locally, but it will be up to the Areas whether they continue to use them or not. Alice agreed it is a good tool to track local IT purchases. Alice said Madonna Long would like to do away with the ADP justification requirement, but the Area needs something to show there is some type of planning/tracking occurring on these purchases. Keith added that due diligence is a key piece of it.

Action: None

- Area Strategic Plan and Third Party Procurement Plan: The Aberdeen Area also has a strategic plan requirement identifying future hardware needs, but no one has complied with it. Keith said the DIR is working on the national IHS IT strategic plan and has a small workgroup that will be updating the IHS strategic plan in September. Areas will be able to use the national plan in preparing their Area IT strategic plans. Alice pointed out another planning requirement is the Third Party Procurement Plan. Alice said the Area has to determine whether certain medical equipment is considered IT equipment or not.  
Action: Keith will keep ISC Committee informed on the development of the national IHS IT Strategic Plan.
- Contingency Plan: Alice said the Aberdeen Area needs a contingency plan and asked to see the HQ Continuity of Operations Plan (COOP).  
Action: Christy Tayrien, CIO Office, will send the Headquarters COOP Circular to the ISCs and asked Alice to contact Kevin Rogers, Oklahoma Area, directly to request a copy of the Oklahoma Area's COOP. Kevin gave a presentation on COOPs to the ISCs at the November 2003 meeting.

**Alaska Area, Ray Martin:** No issues

**Albuquerque Area, Joe Lucero:**

Third Party Billing Patch: The Albuquerque Area is waiting on the Third Party software application's Patch 6 so that Mescalero Service Unit can implement and provide feedback.

Action: George Huggins will provide Joe with the status of this as soon as possible. Per George Huggins, all ISCs are on the note with subject: "New Released Patch ABM\*2.5\*5 that Sandra Lahi has used to update users.

**Bemidji Area, Alan Fogarty:**

VPN Reliability and Availability: Alan said they need the VPN list to do their updates on. The delay on getting this list is costing their Service Units ("hitting them in the pocketbook") because they contract for billing services and their contracts are routinely delayed by 2-4 weeks without the VPN access. Navajo, Phoenix, and other Areas also added that this was a major problem in their Areas.

Action: Per George Huggins, the ITSC will research methods of ensuring reliability and availability of the VPN.

**Billings Area, LeAnn Christianson:**

- In general: LeAnn said that the Billings Area is starting their Active Directory migration today. They are also starting their Data Warehouse load today.  
Action: None
- Help Desk Workgroup: LeAnn said they have a conference call scheduled.  
Action: LeAnn will keep the ISCs updated on the status of their activities.
- VPN List: LeAnn received their VPN list and had a lot of information that needed updating in their Area.  
Action: None

**California Area, Steve Lopez and Jan Bergemann:**

VPN List: Jan said it was “quite painful” updating their Area’s VPN list.  
Action: None

**Nashville: No Report**

**Navajo Area, Wes Old Coyote, Tony Davis, and Larry Johnson:**

- Active Directory: The Navajo Area is putting a purchase order in place with an Albuquerque contractor to go over their Active Directory and groom their system. The contractor will need similar access to what Dell has. Wes asked that Karen Wade be notified that this is happening so everything runs smoothly for the contract implementation.  
Action: George Huggins has notified Karen Wade. A conference call is planned with Navajo Area & Dell Systems Engineer to identify the access required for their support. Karen Wade has not been contacted by the Navajo Area as of July 30, 2004.
- VA Digital Read Contract: The Gallup Indian Medical Center (GIMC) is in the process of working with the Albuquerque VA on a digital reading contract proposal to directly connect to their system to do after-hour readings for digital patient data (no e-mail required). This contract would be for all patients’ digital readings at GIMC, not just veterans. Wes would like to look at the possibility for all of IHS to tie into the VA’s Vision network at a later date.  
Action: George Huggins pointed out that Dr. Mark Carroll, Navajo Area, would be on the IHS-VA sharing agreement conference call Friday and this would be a topic.
- Identification of Area IT Security Personnel: Cathy Federico, ITSC/DIR/IHS, sent a message asking Areas to identify their IT security personnel. Tony Davis is working on clarifying exactly what positions she wants them to identify so he can meet her deadline.  
Action: None

- VPN List: Tony said they have a few VPNs that can come off of Ray's list.  
Action: None
- Department of Health and Human Services (HHS) Site Visit: Secretary Thompson will be coming next week to visit Navajo Area facilities. Keith said that Kerry Weems and Secretary Thompson will probably be asking about the VBNS Network and the EHR and how these fit in Area plans, and the HHS enterprise e-mail consolidation and any concerns the Area has on it. In general, Secretary Thompson will most likely be talking about IT issues of national interest. Wes said that the VBNS circuits for Navajo Area have been ordered, and that EHR Beta sites at Chinle and other locations have been identified.  
Action: None

**Oklahoma Area: No report**

**Phoenix Area, Lee Stern**: Nothing new to report

**Portland Area, Jon Hubbard**: Nothing new to report

**Tucson Area, Dale Armstrong and Dennis Mattix**: No issues

**Headquarters East, Ken Johnson**: No issues

**ITSC/DIR/IHS, George Huggins**: No issues

**CIO Office, Keith Longie**:

- IHS IT Workforce Planning Project: Rachael Tracy took a position with NIH and will be leaving the IHS this week. Keith has assigned Frank Martin to take over her manpower development and staffing project.  
Action: None
- HHS National Health Informatics Infrastructure (NHII): This is a new HHS organizational component in response to the President's executive order to have a national EHR in 10 years. Dr. David Brailer was appointed as the HHS National Health IT Coordinator. Tomorrow the newly organized NHII is publishing their strategic plan. The IHS' EHR is mentioned in their strategic plan.  
Action: None
- Management Control Assessments: Gene Robinson and Rob McKinney will be sending the Areas an analysis of the Area Self-Assessment Plans with a crosswalk on "no" answers.  
Action: Keith asked that Areas figure out how to get "no" responses in compliance.

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United Financial Management System (UFMS): Jim Garvie, CIO Staff, requested Area information on whether they are having any problems in getting into the UFMS box.

Action: Area ISCs will notify Jim if they are encountering any problems with this item.

- IHS National IT Conference: Keith said the HHS approved the conference yesterday. Our authorized number of Federal travelers is 225. We currently have 185 registered. Action: Keith is requesting the ITSC IT Conference Planning team keep him updated regularly on numbers of Federal staff traveling from the Areas to the IT Conference in the event we need to adjust our number of authorized travelers.
- CIO Visit to California: Steve Lopez asked if Keith wanted to go over to CRIHB when they are in California. Keith said yes, this would be fine. Action: Steve will set up the site visit to CRIHB.

### **ISC Workgroups**

We asked that the ISC sub-committee workgroups provide him as ISC Committee Chair and the rest of the ISCs with status reports of their activities and meetings.

### **Adjournment**

Meeting adjourned at approximately 12:15 P.M, Mountain Standard Time.